

Message Text

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TAGS: OVIP (VANCE, CYRUS R)

SUBJECT: SECVISIT - ADMINISTRATIVE/LOGISTICAL ARRANGEMENTS

THE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT
OF THE SECRETARY'S VISIT FOLLOW. LOCAL CONDITIONS AND
LENGTH OF STOP WILL NECESSITATE SOME CHANGES OR SUB-
STITUTIONS BUT IT IS IMPORTANT THAT WE BE TOLD WHAT
THEY ARE. SEE LAST PARAGRAPHS FOR INSTRUCTIONS TO
SPECIFIC POSTS.

THE FOLLOWING DEFINITIONS ARE OFFERED FOR CLARIFI-
CATION:

A. SPECIAL ASSISTANT(S)' OFFICE - THIS IS THE OFFICE
DIRECTLY SERVING THE SECRETARY CONSISTING USUALLY OF
ONE OR TWO SPECIAL ASSISTANT(S) AND TWO SECRETARIES ALL
OF WHOM TRAVEL ABOARD SECRETARY'S AIRCRAFT.

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B. SECRETARIAT STAFF (S/S) - THE SECRETARIAT STAFF IS
RESPONSIBLE FOR TRIP SCHEDULING, LIAISON BETWEEN THE
PARTY AND EMBASSY PERSONNEL, AND MANAGEMENT OF ALL
COMMUNICATION TO AND FROM THE PARTY. TYPICALLY, S/S
STAFFS THE TRIP WITH TWO TEAMS, EACH COMPOSED OF ONE
OFFICER AND ONE SECRETARY. ONE TEAM ARRIVES IN ADVANCE

OF THE SECRETARY TO REVIEW POST PREPARATIONS. THE
SECOND TEAM ARRIVES ABOARD THE SECRETARY'S AIRCRAFT.

C. SECRETARIAT EXECUTIVE OFFICE (S/S-EX) - THIS OFFICE IS RESPONSIBLE FOR ADMINISTRATIVE AND LOGISTICAL MATTERS FOR THE SECRETARY'S VISIT AND IS HEADED BY THE TRIP ADMINISTRATIVE OFFICER WHO TRAVELS ABOARD THE SECRETARY'S AIRCRAFT.

D. SENIOR STAFF - OFFICIAL PARTY AND OTHER OFFICERS ABOARD SECRETARY'S AIRCRAFT.

1. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF ABOUT THIRTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS PLUS SEVEN-MEMBER AIRCRAFT CREW. THE GROUP WILL TRAVEL ON A SPECIAL MILITARY AIRCRAFT. PASSENGER LIST WILL BE FURNISHED BY SEPTTEL.

2. ENTRY/EXIT FORMALITIES

A. PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY, PRESS, AND CREW AS WELL AS FOR ADVANCE SECRETARIAT AND SY PERSONNEL TRAVELLING COMMERCIALY. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS CAN BE DONE.

B. ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS LIMITED OFFICIAL USE
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CLEARANCES FOR PASSENGERS AND BAGGAGE ABOARD SECRETARY'S AIRCRAFT AND ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT.

3. OFFICE SPACE/SLEEPING ACCOMMODATIONS:

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. KNOWN REQUIREMENTS FOR THE PARTY TRAVELLING ABOARD THE AIRCRAFT ARE: ONE (1) SUITE AND TWELVE (12) SINGLES FOR SLEEPING QUARTERS AND EIGHT OR NINE (8-9) DOUBLE ROOMS TO BE USED AS OFFICES. THESE ROOMS DO NOT REPEAT NOT INCLUDE ROOM REQUIREMENTS FOR ADVANCE PERSONNEL. (SEE ALSO PARAGRAPH 6 BELOW.)

ACCOMMODATIONS FOR THE CREW ARE USUALLY REQUESTED THROUGH MILITARY ATTACHE CHANNELS. IF AT ALL POSSIBLE WE WANT CREW BILLETED IN SAME HOTEL AS THE PARTY.

A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE OR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS.

(2) SPECIAL ASSISTANT(S)' BEDROOMS: ONE OR TWO (2) BEDROOMS LOCATED NEAR THE SECRETARY'S SUITE.

B. SUPPORT OFFICES:

(1) SPECIAL ASSISTANTS' OFFICE: ONE (1) LARGE ROOM CONVERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF ONE OR TWO OFFICERS AND TWO SECRETARIES. MINIMUM REQUIREMENTS:

- THREE DESKS OR WORKING TABLES
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- TWO TYPEWRITERS AND TYPEWRITER STANDS

- DESK LAMPS

- OFFICE SUPPLIES (SEE PARAGRAPH 16 FOR SPECIFICS)

(2) SECRETARIAT STAFF (S/S): A TOTAL OF TWO (2) CONNECTING DOUBLE ROOMS (OR THREE IF ROOMS ARE SMALL) CONVERTED INTO OFFICES.

- FIVE DESKS OR WORKING TABLES

- FOUR TYPEWRITERS AND FOUR STANDS

- DESK LAMPS

- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)

- NORMAL AMOUNT OF OFFICE SUPPLIES (SEE PARAGRAPH 16 FOR SPECIFICS)

(3) SENIOR STAFF OFFICE: ONE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH DESKS OR WORK TABLES AND A MINIMUM OF TWO TYPEWRITERS, OFFICE SUPPLIES, ETC.

(4) SY COMMAND POST: ONE DOUBLE ROOM LOCATED IN THE VICINITY OF THE SECRETARY'S SUITE AND SPECIAL ASSISTANT(S)' OFFICE.

(5) HOLDING ROOM: ONE ROOM CONVERTED AND FURNISHED TO SERVE AS AWAITING ROOM FOR THE SECRETARY'S VISITORS.

6) VISITORS RECEPTION ROOM: THIS ROOM, AN INFORMATION/RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY LIMITED OFFICIAL USE LIMITED OFFICIAL USE

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AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES CAN BE MADE AVAILABLE FOR SALE BUT NO BAR FACILITIES. AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS WOULD BE APPRECIATED.

7) PRESS ROOM: TWO (2) CONNECTING DOUBLE ROOMS OR HOTEL CONFERENCE ROOM ETC. SEE SEPTTEL ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

4. DESIRED ROOM/OFFICE CONFIGURATION:

THIS IS IMPORTANT.

THE PREFERRED CONFIGURATION IS TO SET UP THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, THE SPECIAL ASSISTANT(S)' BEDROOM(S) ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM FOLLOWED BY THE SY COMMAND POST. AT THE OPPOSITE END OF THE SAME FLOOR (OR IF NECESSARY ON THE NEXT FLOOR DIRECTLY BELOW OR DIRECTLY ABOVE) IN ONE CONTIGUOUS GROUPING SHOULD BE THE SPECIAL ASSISTANT(S)' OFFICE, THE SECRETARIAT OFFICE AND SENIOR STAFF OFFICE.

5. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY TO STAY IN OFFICIAL GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED OR ENCOURAGED BUT IF FORMALLY EXTENDED POSTS SHOULD NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY WILL NORMALLY ACCEPT THE INVITATION, SECURITY CONDITIONS PERMITTING.)

IF THE SECRETARY ACCEPTS INVITATION TO STAY IN GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVENIENCING THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION IN THE DESCENDING ORDER OF PRIORITY: (A) LIMITED OFFICIAL USE
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OFFICE SPACE FOR THE SPECIAL ASSISTANT(S); (B) SPACE FOR SY COMMAND POST; AND (C) SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

6. OTHER LODGING REQUIREMENTS:

ALL ADVANCE PERSONNEL, WITH THE EXCEPTION OF SECRETARIAT TEAMS, NEED NOT AND PROBABLY SHOULD NOT RESIDE

IN THE SAME HOTEL AS THE SECRETARY AND PARTY. WISH TO

EMPHASIZE, HOWEVER, THAT IT IS IMPORTANT THAT SECRETARIAT TEAM BE IN HOTEL WITH PARTY.

7. GROUND TRANSPORTATION

THE SECRETARY WILL USE EMBASSY FURNISHED TRANSPORTATION OR A HOST GOVERNMENT CAR IF OFFERED AND IF APPROVED BY SECURITY. EACH ADDRESSEE POST IS REQUESTED TO RESERVE ITS BEST ARMORED SEDAN FOR THE EXCLUSIVE USE OF THE SECRETARY FOR THE DURATION OF THE VISIT. OPERATIONALLY THE VEHICLE WILL BE UNDER THE CONTROL AND SUPERVISION OF THE SENIOR SY OFFICER IN CHARGE OF THE ADVANCE TEAM.

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY.

(2) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS THE SPECIAL ASSISTANT(S)' CAR IS TO BE SPOTTED AS THE FIRST REPEAT FIRST NON-SECURITY CAR AFTER THE SECRETARY'S LIMOUSINE.)

(3) ONE VEHICLE FOR THE PRESS SPOKESMAN.
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(4) ONE VEHICLE FOR THE S/S TEAMS.

(5) PRESS TRANSPORTATION: PRESS PARTY WILL TOTAL ABOUT 15 MEMBERS. IF POSSIBLE WE PREFER ONE OR TWO MINIBUSES OR CARS.

(6) ONE LARGE REPEAT LARGE VAN OR TWO STATION WAGONS OR TWO CARRYALLS FOR CLASSIFIED MATERIAL. IF SECRETARY AND SPECIAL ASSISTANT(S) WILL RESIDE IN GUEST QUARTERS SEPARATE FROM REMAINDER OF THE PARTY, A THIRD VEHICLE WILL BE REQUIRED TO TRANSPORT CLASSIFIED MATERIAL.

(7) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(8) SY VEHICLE REQUIREMENTS SHOULD BE DISCUSSED WITH ADVANCE TEAMS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY

WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

8. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER MANIFEST, MAKE ROOM AND CAR ASSIGNMENTS AND NOTIFY THE DEPARTMENT (S/S-EX) BY IMMEDIATE CABLE. NOTE: (A) THE MEDICAL OFFICER AND THE SY AGENTS ABOARD THE AIRCRAFT NEED NOT BE ASSIGNED TO SPECIFIC VEHICLES. (B) ONE SECRETARY WILL RIDE IN THE CAR WITH THE SPECIAL ASSISTANT(S). (C) THE S/S-EX LIMITED OFFICIAL USE
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ADMINISTRATIVE OFFICER ABOARD THE AIRCRAFT WILL REMAIN AT PLANESIDE UNTIL AIRCRAFT IS CLEARED AND WILL PROCEED TO THE HOTEL INDEPENDENTLY OF THE MOTORCADE AND THE REST OF THE PARTY.

9. SECURITY

A. THE STATE DEPARTMENT SECURITY OFFICERS ARE RESPONSIBLE FOR ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

C. TWENTY-FOUR-HOUR MSG COVERAGE FOR THE AREA COMPRISED OF THE SPECIAL ASSISTANT(S)', S/S AND SENIOR STAFF OFFICES. IF THE SPECIAL ASSISTANT(S)' OFFICE IS LOCATED SEPARATE FROM THE OTHER OFFICES (I.E. GUEST QUARTERS ETC.) A SECOND MSG POST WILL BE NECESSARY.

UNLESS THERE ARE COMPELLING REASONS TO THE CONTRARY, MSG'S SHOULD NOT REPEAT NOT BE IN UNIFORM.

10. BAGGAGE

A. SY OFFICERS WILL HANDLE THE SECRETARY'S BAGGAGE WHICH IS TRANSPORTED SEPARATELY FROM ANY CLASSIFIED OR OTHER PERSONAL BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO SUPERVISE THE HANDLING OF THE PARTY'S BAGGAGE ON ARRIVAL AND DEPARTURE.

C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S LIMITED OFFICIAL USE

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HOTEL ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED. (SEE PARA. 6.)

D. THE AMERICAN RESPONSIBLE FOR SUPERVISING THE BAGGAGE SHOULD DISCUSS "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY AS SOON AS POSSIBLE AFTER ARRIVAL.

E. ALL BAGGAGE CARRIED ON THE AIRCRAFT MUST BE INSPECTED BY SY TECHNICIANS PRIOR TO LOADING. THE EMBASSY EMPLOYEE RESPONSIBLE FOR THE BAGGAGE SHOULD DISCUSS TIME AND PLACE OF INSPECTION WITH THE SY ADVANCE TEAM.

F. POSTS SHOULD HAVE SUFFICIENT BAGGAGE HANDLERS AVAILABLE AT PLANESIDE AND AT THE HOTEL FOR BOTH THE PERSONAL BAGGAGE AND CLASSIFIED.

11. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS OUR RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE 3 FAM 621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR SHIPMENT. IN THE EVENT THAT THERE WILL BE A GIFT EXCHANGE, AND AGAIN, UNLESS IT IS CONTRARY TO LOCAL CUSTOM, THE EXCHANGE SHOULD BE BETWEEN PROTOCOL OFFICERS.

12. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES

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WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH THE SECRETARIAT AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND THE EMBASSY'S C&R UNIT. TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF

THE SECRETARIAT AND THE CHANCERY ARE DISTANT FROM EACH OTHER. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND MADE AVAILABLE TO S/S. EACH COURIER SHOULD HAVE A LARGE BRIEF-CASE IN WHICH HE WILL CARRY ALL TRAFFIC BETWEEN THE STATIONS HE SERVICES. IN THE EVENT THE SPECIAL ASSISTANTS' OFFICE IS IN A THIRD LOCATION, I.E., A GOVERNMENT GUEST HOUSE, THEN ADDITIONAL COURIER(S) MAY BE REQUIRED.

13. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO THE DEPARTMENT.

14. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND TRANSPORTATION FOR THE CREW WILL BE HANDLED VIA MILITARY CHANNELS.

15. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL.

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16. OFFICE MACHINES & OFFICE SUPPLIES

A. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC.

B. COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

C. OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING OFFICE SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3" X 5" PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH TAPE, THREE-HOLE PUNCH, PAPERCLIPS (IN ALL SIZES), IN AND OUT BOXES, BURN BAGS, EMBASSY PHONE BOOK, DIPLOMATIC LIST.

NOTE: WE DO NOT REPEAT NOT NEED SAFES, OPERATION MEMO-ANDUM FORMS, INCOMING TELEGRAMS FORMS, AIRGRAM FORMS.

17. PASSES

IT IS VITAL THAT PARTY MEMBERS BE PROVIDED WITH PASSES OR OTHER CREDENTIALS RECOGNIZED BY LOCAL AUTHORITIES WHICH WILL PERMIT ACCESS TO LOCATION WHERE SECRETARY HOUSED, TO AIRPORT DEPARTURE AREA, AND OTHER CONTROL POINTS DURING VISIT.

18. MISCELLANEOUS

(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING TIMES BETWEEN HOTEL, EMBASSY, AIRPORT, MEETING PLACES, ETC.

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(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK TIE FUNCTIONS.

(4) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE VISITORS RECEPTION ROOM ON ARRIVAL.

(5) ADVISE LOCAL ELECTRICAL CHARACTERISTICS.

(6) EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES SHOULD BE PLACED IN THE VISITORS' ROOMS.

(7) THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY IS HANK GRANT AND HE SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

(8) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX.

19. SPECIAL INSTRUCTIONS

A. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT STAFF AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT PLANESIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED DEPARTURE TIME.

B. WITH RESPECT TO ADMINISTRATIVE/LOGISTICAL SUPPORT, INCLUDING THE USE OF THE VISITORS' RECEPTION ROOM, ACCOMMODATION EXCHANGE, VISA WAIVERS AND BAGGAGE HANDLING, MEMBERS OF THE PRESS TRAVELLING ABOARD SECRETARY'S AIRCRAFT ARE CONSIDERED AN INTEGRAL PART OF THE SECRETARY'S PARTY. VANCE

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